

# **City of Puyallup Scope of Work 2003 – 2005 SMP Grant**

**Project Title:**        **Shoreline Master Program Update – Phase II**

**Project Description:**

The Recipient will complete Phase II of a multi-phase effort to update the *City of Puyallup Shoreline Master Program* (SMP). Phase I, CZM Grant No. G0400310, included preparation of a work plan and an integration strategy for development of the SMP and also draft shoreline goals.

The recipient during Phase II shall develop a shoreline inventory and SMP consistent with requirements of the Shoreline Management Act (SMA) and applicable shoreline guidelines. The City will develop a shoreline inventory and analysis of shoreline ecological conditions and land use; review existing environment designations and make adjustments as necessary based on the updated shoreline inventory and community visions for the shoreline area and its natural resources; develop shoreline policies and regulations; coordinate with the Department regarding consistency of the draft SMP with the SMA and shoreline guidelines; and conduct a public involvement process throughout the life of the project that will lead to support and adoption of the SMP by both the recipient and the Department of Ecology.

The SMP will be coordinated and integrated with the recipient's planned 2004 review and amendment of the GMA comprehensive plan, critical areas and other development regulations.

Development of city-wide environmental goals and policies, as well as shoreline related goals and policies will be coordinated to ensure a consistency between the comprehensive plan and the SMP.

The SMP shall be prepared in conformance with the SMA and the Department's applicable shoreline guidelines, including, specifically chapter 173-26 of the Washington Administrative Code. The recipient will use qualified consultant support as appropriate.

**Work Program:**        The Recipient shall perform the following tasks.

**Task 1:        Project Coordination**

To assist the recipient and ensure project results are consistent with the state Shoreline Management Act, the federal Coastal Zone Management Act, and other applicable laws and regulations, the Recipient, as part of this agreement, shall coordinate with Ecology's Project Officer, Randy Davis (phone 360.407.0242) by means of telephone conversations and/or meetings at the beginning of each quarter. Recipients are encouraged to coordinate more often whenever the Department can provide technical assistance or respond to questions regarding the project or grant. The Recipient shall also coordinate throughout the SMP development process with the Department

and other applicable state agencies and Indian tribes as provided in the shoreline guidelines.

**Task 1: Deliverables:**

1. Consultant services contract(s), due upon execution.
2. Semi-annual progress reports, three hard copies, due January 20, 2005 and July 20, 2005.
3. Project Completion Report, three hard copies, due January 15, 2006.

**Task 2: Shoreline Characterization**

**2.1: Shoreline Inventory**

The recipient shall conduct an inventory of shorelines within the City including shoreline and adjacent land use patterns together with transportation and utility facilities; critical areas in shoreline jurisdiction; degraded areas and sites with potential for ecological restoration; existing and potential shoreline public access sites; channel migration zones and floodplains; archaeological or historic resources; historical aerial photographs; and impervious surfaces. The shoreline inventory shall be prepared consistent with the shoreline guidelines, WAC 173-26-201. The recipient shall prepare a map portfolio of data layers displayed at the appropriate scale. The recipient shall prepare a report that documents the City's baseline shoreline conditions.

**2.2: Shoreline Assessment**

The Recipient shall prepare a report and map portfolio that analyzes the information and data collected above under Task 2.1 as they relate to development of the SMP consistent with Department guidelines, specifically chapter 173-26 WAC. This analysis will include: 1) characterization of ecosystem wide processes; 2) characterization of shoreline functions; and 3) identification of opportunities for shoreline protection, restoration, and public access. This shoreline analysis and characterization shall be prepared consistent with the shoreline guidelines, WAC 173-26-201.

**2.3: Shoreline Restoration Plan**

The Recipient shall utilize the above information under Tasks 2.1 and 2.2 to develop a programmatic shoreline restoration plan. The plan will identify goals, priorities, projects, and administrative processes, mechanisms and tools the City may use to restore areas within the shoreline jurisdiction where shoreline functions have been degraded or impaired. The restoration plan shall be

prepared consistent with the shoreline guidelines, WAC 173-26-201(2)(f).

**Task 2: Deliverables:**

1. Draft Shoreline Inventory and Map Portfolio, three copies in digital format, due November 30, 2004. (Task 2.1)
2. Final Shoreline Inventory and Map Portfolio, three copies in digital format, due December 31, 2004. (Task 2.1)
3. Draft Shoreline Assessment report, three copies in digital format, due December 31, 2004. (Task 2.2)
4. Final Shoreline Assessment report, three copies in digital format, due January 31, 2005. (Task 2.2)
5. Draft Restoration Plan, due January 31, 2005. (Task 2.3)
6. Final Restoration Plan, due February 28, 2005. (Task 2.3)

**Task 3: Draft Shoreline Master Program**

**3.1: Shoreline Master Program**

The recipient shall prepare a draft SMP. The SMP shall include, at a minimum, general goals, policies, environment designations and related development regulations for the City's shorelines. The shoreline development regulations shall include, at a minimum, specific policies and regulations for all shoreline uses and activities applicable to the City's shorelines. The draft SMP shall be consistent with the Department's guidelines, specifically chapters 173-18, 20, 22, 26, & 27 WAC.

**3.2: Shoreline Element**

The recipient shall prepare a draft shoreline element of the GMA comprehensive plan. The shoreline element shall include appropriate goals and policies. Development of city-wide environmental goals and policies, as well as shoreline related goals and policies will be coordinated to ensure a consistency between the comprehensive plan and the SMP.

**3.3: Cumulative Impacts Analysis**

The recipient shall prepare a cumulative impacts analysis as required by the shoreline guidelines. The analysis will identify how the City will achieve no net loss of ecological functions at build out and will include planning and engineering solutions to impacts identified. The cumulative impacts analysis shall be prepared consistent with the shoreline guidelines, WAC 173-26-201(3)(d)(iii).

**Task 3: Deliverables:**

1. Preliminary draft SMP, three hard copies and in digital format, due September 30, 2005. (Task 3.1)
2. Final draft SMP, three hard copies and in digital format, due November 30, 2005. (Task 3.1)
3. Draft Shoreline Element of Comprehensive Plan, three hard copies, due September 30, 2005. (Task 3.2)
4. Cumulative Impacts Analysis, three hard copies, due November 15, 2005.

**Task 4:           Public Involvement & Adoption Process**

The recipient, in cooperation with the Planning Commission, shall conduct a series of public meetings to solicit participation and oversee preparation of the draft SMP. The planning commission shall conduct a formal public hearing on the draft SMP prior to making recommendations to the City Council. The public hearing shall provide an opportunity for comment concerning the entire SMP, which includes goals, policies, environment designations and development regulations. The recipient shall provide staff support to the Planning Commission and City Council as appropriate.

**Task 4:           Deliverables:**

1. Minutes of the Planning Commission's public meetings and hearings, three copies due quarterly.